

HOW TO DELIVER TO engcon

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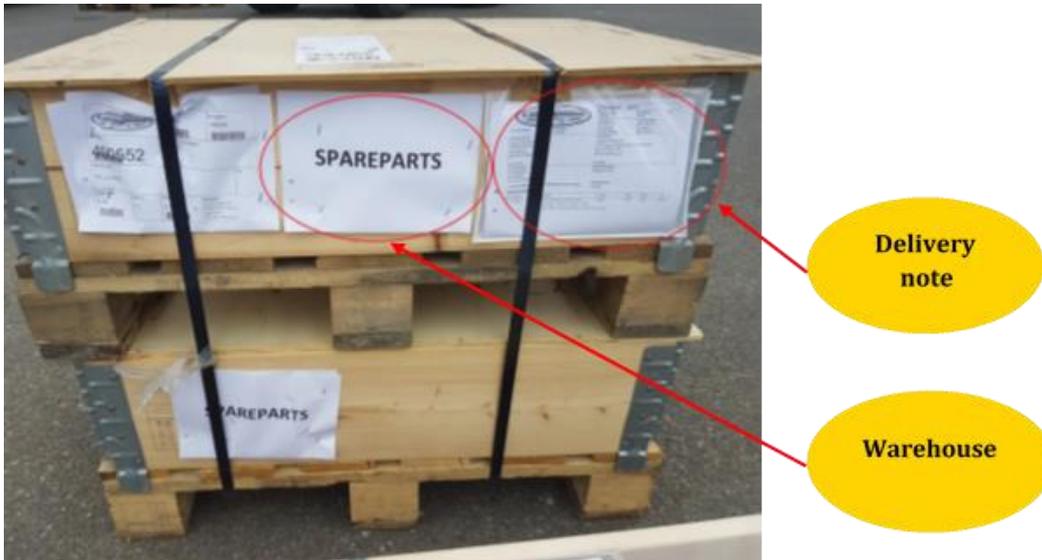
Introduction

This document, together with the *Supplier Handbook* and *engcon General Technical Requirements*, is the core of engcon's initiative to clarify and guide our suppliers on what we are expecting of the products and components we purchase and what we expect of the collaboration with our suppliers. These documents in the latest versions are available on www.engcon.com.

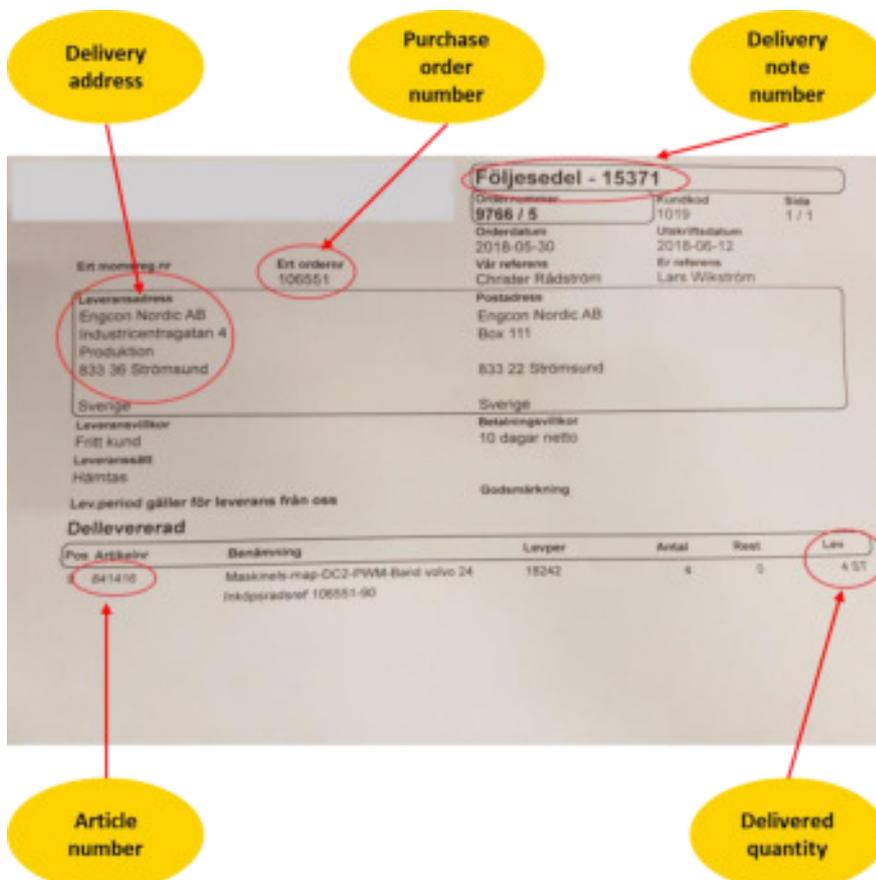
The purpose of *How to Deliver to engcon* is to guide our suppliers on how to pack, mark and deliver goods to engcon.

Markings & Documentation

All goods delivered to engcon must be clearly marked with what warehouse the goods should be delivered to and all deliveries must have a delivery note attached to the goods.



The delivery note shall contain the purchase order number, delivery note number, number of delivered pieces and the delivery address, in accordance with the example below.



Future ERP-system will allow goods receiving by scanning which will require bar codes and / or QR codes to be included in the delivery notes. Packages in the same shipment being delivered to different warehouses require separate delivery notes.

All pallets delivered to engcon must be marked with pallet flags. The flags must contain engcon's article number, purchase order number, number of items in pallet and total number of items in shipment. The pallet flag should also contain revision number if relevant and batch number upon request by engcon.



Packing & Protection of goods

All goods delivered to engcon must be packed in a way that minimizes the risk of transportation damages. All items subjected to risk of corrosion must be packed in corrosion protective packaging.

If possible it is preferred to not have attachments (tilt tops, hitches) for different EC-sizes mixed on the same pallet.

For all items delivered on pallets with the risk of falling between pallet boards, a pallet bottom sheet must be used. Pallet load limits must be kept and load must be evenly distributed on all pallets.



If pallets are stacked they should be sorted according to weight with the heaviest at the bottom. If stacked, no item may rise above the pallet collars. If several collars are used on the same pallet with interlayers, the contents of each layer must be clearly marked on the outside of the collar.

If different items are mixed in one pallet, they must be clearly marked with engcon article number and number of pieces delivered. The different items shall be grouped and clearly divided. The markings must be securely attached to the items of respective type. If there are many different items mixed on the same pallet or if the items are tightly packed on the pallet, please consider to divide the shipment into several pallets to make inbound logistics more efficient.



Deliveries to different warehouses must not be mixed in the same pallet.

Product specific packaging instructions

Cables

All cables and harnesses shall, if not otherwise stated, be individually packed, one unit per package. They shall be packed in a plastic bag, either welded or zip-locked. The bag shall be clearly marked with the part number and, if applicable, additional information such as manufacturing date, batch number etc.

Electrical Control Modules

All control modules shall, if not otherwise stated, be individually packed, one unit per package, in an ESD appropriate plastic bag and cardboard box. The modules shall be packed in a way that prevents them from moving inside the box. The box shall be clearly marked with part number and, if applicable, additional information such as manufacturing date, batch number etc.

MIG2 Grips

Grips shall be individually packed in bubble-wrap that is clearly marked with part number and, if applicable, additional information such as manufacturing date, batch number etc. They shall be placed in a cardboard box, number of units and size of box is dependent on the characteristics of the order, in a way that prevents the grips from moving within the box.

Hydraulics

Hydraulic components must be delivered in sealed containers that prevent corrosion, clearly marked with part number and, if applicable, additional information such as manufacturing date, batch number etc. Hydraulic components that have undergone hydraulic pressure test with oil must be delivered with an oil absorbing cloth. Hydraulic valves shall be individually packed in a sealed plastic bag with all hydraulic ports plugged.

Fasteners

Fasteners that are part of an installation kit are to be packed together in a welded- or zip-locked bag. The kit shall be marked with a list of the included articles. No parts that can damage each other during transport or handling may be packed together.

Hose- and adapter kits, Installation Kits, Miscellaneous Kitting

Smaller parts or loose parts are to be packed together in a welded or zip-locked plastic bag and placed together with the main part in a cardboard box or larger bag. The kit must be clearly marked with part number and, if applicable, additional information such as manufacturing date, batch number etc.

